



*St. Bonaventure University's picturesque campus is nestled in the foothills of the Allegheny Mountains known as the Enchanted Mountain region. The University is committed to developing tomorrow's leaders in an environment shaped by Franciscan values. Visit us at <http://www.sbu.edu>*

### **Director of Educator Preparation Placement and Certification**

The School of Education at St. Bonaventure University invites applications for a **Director of Educator Preparation Placement and Certification** beginning Spring 2021. This will be a 12-month staff position. The EPPC Director will be responsible for managing and coordinating all field experience placements for field block, student teaching, practicum, and internship for students in the Adolescence Education, B-12 Literacy, Educational Leadership, Elementary Education (including Childhood Studies, Early Childhood Education, and Special Education), Inclusive Special Education, Physical Education, and Sport Studies programs. These programs offer campus-based, hybrid, and online modes of instructional delivery for which the incumbent will need to provide appropriate placements for students. S/he will be expected to represent the University and School of Education professionally and establish strong working relationships with school districts/non-profit agencies and their administrators to ensure that students are appropriately placed, supervised, and evaluated in their field placements. Primary duties include, but are not limited to: 1) maintaining consistent contact with placement sites; 2) establishing and upholding protocols, guidelines, and procedures for student placements; 3) hiring and assigning credentialed field supervisors to effectively oversee and evaluate student placements; 4) maintaining and updating Memoranda of Understanding with school districts or agencies where students are placed, and garnering school board approvals as required; 5) serving as the faculty instructor of record and assigning final grades for students' field placements; 6) maintaining a field placement database of placement sites and student field placement records; 7) serving as the liaison between faculty and school/agency partners; 8) retaining and updating all student and field supervisor handbooks, as well as the EPPC website and associated publications; 9) meeting with individual students experiencing difficulties prior to or during their placements to resolve issues; 10) planning and implementing training for students scheduled for field placements and career workshops for seniors; 11) consulting with other University offices, units, and committees on matters related to field placements, the certification process, and reporting related to student teaching and certification; 12) communicating with state personnel and representatives who will be assisting in students' home states/regions for the online program; and 13) gathering and analyzing student placement data for program improvement and accreditation purposes. The EPPC Director will be expected to work collaboratively with School of Education faculty and staff, as well as with other campus offices, and to proactively engage in outreach efforts with school districts and non-profit agencies to build, develop, and sustain productive and long-standing relationships.

The EPPC Director will also serve as the Certification Officer for the School of Education and have primary responsibility for making recommendations to the New York State Educational Department (NYSED) for graduates' New York State educator certification. In this role, s/he will be expected to recommend graduates for certification. S/he will collaborate with a student's faculty advisor to ensure that the student has completed program and certification requirements. S/he will be expected to utilize the School of Education assessment system (Taskstream) to establish a field placement database, gather survey and other field evaluation data, and assist in the reporting of the data for national and professional accreditation purposes.

The incumbent will supervise an Administrative Coordinator and a Graduate Assistant. S/he will be expected to attend program, school, and university meetings as requested. S/he will serve as a representative on school or university committees, as approved by the SOE Dean, and may be asked to assume other responsibilities associated with the EPPC office.

## **Minimum Qualifications**

- A Master's degree in Education or Higher Education and a minimum of 3-5 years of related professional experience, preferably in a higher education setting or a K-12 school setting; (Note: A candidate with a Bachelor's degree in an educational field with 5-10 years of professional experience in higher education or K-12 may be considered.)
- Public school educator certification and/or administrator/principal certification/licensure;
- Demonstrated supervisory and management skills;
- Strong verbal and written communication skills;
- Exceptional interpersonal skills, particularly with college students, University administrators, faculty and staff, school district and building administrators, teachers, non-profit agency representatives, and counselors,
- Demonstrated ability to handle and manage highly sensitive information in a confidential manner;
- Proficiency in the use of technology and complex database systems;
- Willingness to learn certification processes, NYSED certification requirements; and
- Demonstrated commitment and ability to develop knowledge, respect, and skills in working with others from different backgrounds, cultures, and experiences.

## **Preferred Qualifications**

- Familiarity and experience with edTPA and NYSED certification tests;
- Working knowledge and experience with assessment and accreditation, including familiarity with state, regional, professional, and national standards for educator preparation;
- Demonstrated experience with building and sustaining school and community partnerships; and
- Familiarity with school districts and non-profit counseling agencies in New York State and surrounding areas, as well as a current professional network of school administrators, teachers, and counseling personnel.

The successful candidate will be expected to demonstrate an appreciation of and respect for the University's Catholic and Franciscan mission. As a member of the St. Bonaventure community, s/he will promote the Franciscan values of discovery, community, and individual worth.

If interested, please email a cover letter, resume, and contact information for three (3) references to [hr@sbu.edu](mailto:hr@sbu.edu)

Questions about the position should be directed to Dr. Lisa C. Buenaventura, Dean of the School of Education/Dean of Graduate Studies ([lbuenave@sbu.edu](mailto:lbuenave@sbu.edu)).

Women and members of underrepresented populations are strongly encouraged to apply. Applications will be accepted until a suitable candidate is identified.

## **About the University**

Founded in 1858, St. Bonaventure is a Catholic university dedicated to educational excellence in the Franciscan tradition. We are committed to the constant pursuit of distinction in our undergraduate and graduate programs, our innovative liberal arts core and all of our courses of study.

At St. Bonaventure University, we come to know our students on an individual basis and become their mentors. We strive to bring out the best in every individual. As an academic and spiritual community, we endeavor to prepare our students for the challenges they will face in their professional careers as well as in their personal lives. True to our Franciscan heritage, we encourage students to manifest our values through lives of citizenship and service.

*St. Bonaventure University is located in the scenic enchanted mountain region in Western New York, approximately 75 miles south of Buffalo NY. St. Bonaventure is an Affirmative Action/Equal Opportunity educational institution. It is guided by the principle that equal opportunity means more than equal employment opportunity, and that access to facilities and services shall be available to all people regardless of their race, color, religion, sex, national origin, age, veteran status, disability, marital status, sexual orientation, or gender identity/expression. This principle is applicable to every member of the St. Bonaventure community, both students and employed personnel at every level, and to all facilities and services.*

*In light of its commitment to create and maintain a safe learning and working environment, employment with St. Bonaventure University requires successful completion of a background screening.*

